

Position Title: Graduate Residence Hall Coordinator (GRHC)

Hiring Timeline: Interviews for all graduate positions available with Housing & Residence Life will take place during the week of February 2-6, 2026. All eligible candidates will be contacted via email.

Position Type: Graduate Assistant, Live-In

Position Summary:

The Graduate Residence Hall Coordinator (GRHC) is a live-in position responsible for supporting the development of a vibrant residential community through student engagement, supervision, and daily operations. The GRHC implements the department's residential curriculum, focusing on personal growth, community building, and student success. This role co-supervises student staff, assists with crisis response, and collaborates with campus partners to enhance the residential experience. **The GRHC reports directly to a Residence Hall Coordinator.** Responsibilities for this role include but are not limited to:

Student Support & Community Development:

- Implement and support student learning through intentional interactions, proactive outreach, and residential programming.
- Assist with the facilitation of Living Learning Communities and academic support initiatives if applicable.
- Foster an welcoming, engaging residential experience that encourages student development.

Supervision & Leadership:

- Co-supervise 20-30 student staff, including Resident Advisors, Community Desk Managers, and Community Receptionists.
- Provide mentorship and professional development opportunities for student leaders.
- Support student staff training, development, and performance management.
- Assist with weekly staff meetings, one-on-one check-ins, and regular evaluations to support student staff development.

Operations & Crisis Response:

- Oversee the daily management of a residence hall or group of residence halls housing 300-700 students, including facilities operations and occupancy management.
- Serve in the on-call rotation for a campus population of approximately 4,600 students, responding to crises and policy violations.
- Enforce university policies and support student conduct processes.

Engagement & Collaboration:

- Work with campus partners to provide student success initiatives, community development efforts, and residential education programs.
- Participate in departmental meetings/committees, routine training, and professional development opportunities.

- Assist with large-scale events, move-in/move-out processes, and student engagement initiatives.

Minimum Qualifications:

- Unconditional acceptance into a graduate degree program at Eastern Kentucky University.
- Enrollment in at least nine (9) credit hours per semester in a graduate program.
- Maintain a 3.0 GPA in coursework.
- Strong interpersonal and communication skills.
- Ability to live in a university-assigned apartment and be available for on-call responsibilities.

Desired Qualifications:

- Experience in residence life, student leadership, or student affairs.
- Crisis response, conflict resolution, or supervisory experience.
- Strong organizational and administrative skills.

Sponsorship: This position is not budgeted for Visa sponsorship.

Salary & Benefits:

- \$5,600 stipend per semester.
- \$300 FLEX per semester.
- Tuition waiver for six (6) credit hours per semester.
- University Housing is provided for this position.

EEO Statement:

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Background Check Statement:

Employment offers are contingent upon a satisfactory background check.